



Assistant General Counsel (Attorney 3)

Minimum Qualifications:

Education and Experience: Graduation from an approved school of law.

Other Requirements:

Necessary Special Qualifications: Possession of a license to practice law in the State of Tennessee.

Must be in good standing with the Board of Professional Responsibility.

Job Overview:

Summary: Under general supervision, is responsible for professional legal work of considerable difficulty; and performs related work as required.

Work Activities:

1. Represent the Department of Children's Services in various Judicial proceedings, primarily in Juvenile and Circuit Court in an Assigned area, using sound legal judgment and experience to obtain rulings favorable to our positions and in the best interest of children. Addressing safety, treatment needs and individual children's educational issues for children in the care or custody of the State.
2. Provide legal consultation and support to DCS staff preparing them for pending litigation and advising them concerning emergency and non-emergency factual situations to determine if legal action is warranted.
3. Travel between the various county offices and courts to attend conferences with staff and judicial hearings.
4. Meet with witnesses, issue subpoenas, review documents and other evidence, such as photographs or audio tapes. Review the records, includ-

ing notes of interviews to prepare questions for court. Where necessary, research various medical conditions in order to question expert witnesses for the State and for the defense.

5. Draft legal pleadings in order to advance the goals of our Department guided by applicable statutes and case law decisions.

6. Review legal referrals from DCS staff regarding child custody, guardianship, and adoption to determine what legal action is appropriate and necessary.

7. Conduct periodic training to update DCS staff to on changes in the law and policy regarding investigation and litigation of child custody and guardianship cases.

8. Assure accurate and detailed legal records and files are maintained in safe, secure facilities containing the latest documentation available.

Benefits:

Insurance: There are a variety of insurance options available to state employees including: health insurance, dental, vision, life, and long term care.

Leave: Annual Leave is earned according to service years worked. The state also provides sick leave, bereavement leave, family medical leave, parental leave, and military leave.

Holidays: Each year, full time employees receive 11 holidays off with pay.

Other benefits include: Retirement, deferred compensation, flexible benefits plan, higher education fee discounts and waivers, BEST (Baccalaureate Education System Trust), wellness program, and EAP.

Please submit resume to Kimberly.Mantlo@TN.gov

Visit our website at for a complete listing of benefits: <http://agency.governmentjobs.com/tennessee/default.cfm>



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